



# *Manager's Report*

## *for Council Meeting of July 11, 2006*

### **BUSINESS LICENSES**

Amanda's Reading Buddies  
Elegant Home Styling  
Hamburg Doner, LLC  
Have Fun Daycare  
Household Electrical Repair, LLC  
Jenica  
John Higgins, Consultant  
JSR Cleaning Services, Inc.  
Smart Clean  
Lawn Authority  
Madak Contracting Services, LLC  
Marbho Construction  
Pelican River, Inc. DBA/Leesburg Liberty  
Petit Dekor  
Revolution Studio, LLC  
Ria Com  
Skins Cab  
W.K. Custom Sign Installations

### **HUMAN RESOURCES**

New hires and terminations for the period of June 19 to June 30, 2006

#### **New Hires**

None

#### **Position**

#### **Department**

#### **Promotions**

None

#### **Transfers**

None

#### **Separations**

Heather Biddulph	Deputy Town Attorney	Executive
John Romberg	Utility Plant Operator	WPCF
Bonnie Darr	Administrative Associate I	WPCF
Jason Roehrig	Utility Plant Operator Trainee	WPCF

**PLANNING, ZONING & DEVELOPMENT****CURRENT PLANNING DIVISION**

PLAN REVIEW ACTIVITY			
PLANS REVIEWED DURING THE PERIOD OF: JUNE 20, 2006 – JULY 3, 2006			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Tavistock Farms Multifamily, Section 15, 16 & 17 (At the southeast corner of Battlefield Parkway/Tavistock Drive)	Easement Plat	1 <sup>st</sup>	Proposal to create an on-site waterline easement plat related to the development of 300 condominium units.
BB&T Parking Lot Expansion (At the southeast corner of Catoclin Circle & Harrison Street) TLDW-2006-0001	No Adverse Impact Plan (Development Plan Waiver)	2 <sup>nd</sup>	Proposal to expand the existing bank parking lot.
Lowenbach Subdivision, Lot 96 TLDW-2006-0002	No Adverse Impact Plan (Development Plan Waiver)	1 <sup>st</sup>	Proposal to construct a single-family residential dwelling and related infrastructure on an existing lot of record.
Oaklawn Daycare (Adjacent to a future section of Battlefield Parkway west of Sycolin Rd) TLSE-2006-0003	Special Exception Referral	1 <sup>st</sup>	Proposal to expand the square footage of an approved 7,300 square foot daycare facility.
Patriot Office Park (0-100 block of Fort Evans Road, NE) DP 2002-20/TLPF-2002-0020	Preliminary/Final Development Plan	5 <sup>th</sup>	Proposal to construct nine three-story office buildings totaling 103,155 square feet on 4.9 acres.
Oaklawn Commercial Final Plat (Adjacent to a future section of Battlefield Parkway west of Sycolin Rd) TLFS-2005-0002	Final Subdivision Plat	2 <sup>nd</sup>	Proposal to subdivide a tract into multiple commercial lots.
Fort Evans Plaza II Battlefield Parkway Extension (400-500 block of Fort Evans Road) TLPF-2005-0016	Preliminary/Final Development Plan	2 <sup>nd</sup>	Proposal to construct a section of Battlefield Parkway on the north side of Fort Evans Road in conjunction with the construction of 298,441 square feet of retail/office uses.
Fort Evans Plaza II Fort Evans Road Improvements (400-500 block of Fort Evans Road) TLPF-2005-0011	Preliminary/Final Development Plan	2 <sup>nd</sup>	Proposal to construct road widening improvements along a section of Fort Evans Road in conjunction with the construction of 298,441 square feet of retail/office uses.
Fort Evans Plaza II Battlefield Parkway Extension (400-500 block of Fort Evans Road) TLES-2006-0007	Easement Plat	2 <sup>nd</sup>	Proposal to create an off-site easement in conjunction with the construction of a section of Battlefield Parkway on the north side of Fort Evans Road and the construction of 298,441 square feet of retail/office uses on 35 acres.
209-211 Church Street, SE	Sketch Plan	1 <sup>st</sup>	Proposal to construct an office building.

PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: JUNE 20, 2006 – JULY 3, 2006			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Fort Evans Plaza II Battlefield Parkway Extension (400-500 block of Fort Evans Road) TLES-2006-0007	Easement Plat	2 <sup>nd</sup>	Proposal to create an off-site easement in conjunction with the construction of a section of Battlefield Parkway on the north side of Fort Evans Road and the construction of 298,441 square feet of retail/office uses on 35 acres.
Tavistock Farms Multifamily, Section 15, 16 & 17 (At the southeast corner of Battlefield Parkway/Tavistock Drive)	Easement Plat	1 <sup>st</sup>	Proposal to create an on-site waterline easement plat related to the development of 300 condominium units.

Fort Evans Plaza II Fort Evans Road Improvements (400-500 block of Fort Evans Road) TLPF-2005-0011	Preliminary/Final Development Plan	2 <sup>nd</sup>	Proposal to construct road widening improvements along a section of Fort Evans Road in conjunction with the construction of 298,441 square feet of retail/office uses on 35 acres.
Villages at Leesburg Interim Pump Station Plans	Request for P/FI Development Plan Authorization	1 <sup>st</sup>	Proposal to construct an interim pump station.
Market Square at Potomac Station (At the northeast corner of the intersection of Potomac Station Drive and Battlefield Parkway) TLZM-2006-0011	Rezoning Referral	1 <sup>st</sup>	Proposal to construct 290 multifamily, 36 townhouse units and 44,000 square feet of office/retail uses.
17 Fort Evans Road	Request for P/F Development Plan Authorization	1 <sup>st</sup>	Proposal to construct a (30,000 square foot) four-story office building
23 Sycolin Road (Inez Trammel Property)	Sketch Plan	1 <sup>st</sup>	Proposal to construct an office use.
Arcadia Office Building (33 Sycolin Road, SE) TLPF-2005-0010	Preliminary/Final Development Plan	3 <sup>rd</sup>	Proposal to construct a 29,646 square foot office building.
Oaklawn Townhouses, Section 1 TLCD-2005-0001	Construction Drawings	4 <sup>th</sup>	Proposal to construct 86 townhouses and related infrastructure.

**ZONING DIVISION****Zoning Permits Issued Residential**

None

**Zoning Permits Issued Commercial**

None

**Occupancy Permits Issued Residential**

8 SFA – Potomac Station

19 Multi Family – Tavistock Farms

**Occupancy Permits Issued Commercial**

705-E East Market Street – Dance Academy

**WATER & SEWER ADMINISTRATION****During this time frame there were:**

- 9 Public Facility Permits were issued totaling \$84,567.
- 6 work orders issued for meter sets.
- 1 request for occupancy inspection was issued.

**Capital Projects Update**

- Five plans were received for review and one right-of-way permit and two requests for water and sewer system computer modeling were received and processed.
- The miscellaneous water system improvements project is nearing completion at the Carnaby Square subdivision off of Edwards Ferry Road.
- The contract design for Lower Sycolin Sewer System has been placed on hold at the request of Town Council pending the resolution of rezoning of Crosstrail project.
- Design work for Carr Tank No. 2 and the Sycolin Tank are proceeding.
- The activities at the K. B. Rollins Water Filtration Plant have begun with mobilization activities.

- Work on the toll road ramp for Battlefield Parkway has begun with impacts to parts of the utility system at the intersection of Evergreen Mill Road and Battlefield Parkway.

**Routine Items Include:**

- Turn on's and off's
- Water meter readings
- Assisted Town of Hillsboro repairing water main leak.
- Complaint investigations
- Assisted Water Plant in cleaning drains & hoppers.
- Marking of water and sewer lines for contractors and citizens
- Bush hogging
- Assist WPCF in cleaning of digesters.
- Assisted contractor on CIP project on Adams Drive, Heritage Square installing blow off's.
- Sanitary sewer cleaning in SW2, SW4, SW3
- Routine inspections of sanitary sewer laterals and sewer mains.
- Routine maintenance of water mains.
- Assisted the Water Plant in flushing at Parker Court and at the Leesburg Executive Airport.
- Assisted the Water Pollution Control Facility in cleaning drain line and pit.

**Summary Programs**

- Performed complete maintenance on 129 fire hydrants.
- New connections to Town utility system: 17
- Responded to 1,071 requests to locate utilities (Miss Utility).

## TOWN OF LEESBURG

Full-Time and Part-Time vacancies as of June 30, 2006

Department		Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
<i>Capital Projects</i>	1	Senior Engineer	7/1/06	√	√				
	1	Engineer	7/1/06	√					
<i>Eng &amp; PW</i>	1	Senior Engineer (Plan Review)	7/14/05	√	√	√			
<i>Human Resources</i>	1	HR Director <b>Readvertised</b>	6/30/05	√					
<i>Parks &amp; Recreation</i>	1	Custodian <b>Readvertised</b>	4/21/06	√	√				
	2	Asst. Recreation Program Supvr./Community Outreach Program	7/1/06 * 1 new position	√	√	√	√	√	
	1	Groundskeeper II	6/5/06	√	√				
	1	Aquatics Supervisor	6/26/06	√					
<i>Planning &amp; Zoning</i>	1	Sr. Planner	3/28/06	√	√	√			
	1	Urban Forester <b>Readvertised</b>	3/14/06	√					
	1	Admin. Assoc. I	5/1/06	√	√	√	√	√	√
<i>Police</i>	6	Police Officer I *2 Hired/4 Open	4/7/05	√	√	√			
	1	Crime Scene Specialist	3/1/06	√	√	√	√	√ Offer Rejected	
	1	Communications Tech	5/21/06	√	√	√	√	√	
<i>Utilities</i>	2	Sr. Utility Plant Operator OR Utility Plant Operator OR Utility Plant Operator Trainee	5/1/06	√	√	√	√	√	√
<b>Total</b>	22								

John Wells  
Town Manager